


Name: \_\_\_\_\_

Date: \_\_\_\_\_

1) Why are you applying for this job?



2) The Director's secretary is often faced with multi-tasking and dealing with multiple staff members and managers who may be under tight deadlines. How would you deal with a situation where you are setting up emergency travel for the Director, the phone is ringing, and a staff member comes to your desk and asks for assistance rushing a piece of correspondence for the Regional Administrator's signature?

3) Describe the most difficult situation you have had to handle in your current position and how have you dealt with it?

4) You have learned through your position as the Director's secretary that your boss is going to have a discussion with an employee over their poor performance. This employee is a friend of yours and you would like to help them. How would you handle the situation?

5) All correspondence to be signed by the Regional Administrator (RA) is reviewed prior to his signature by his secretary or the Deputy RA's secretary. How would you deal with a situation where you are extremely busy modifying travel plans for the Division Director (your boss) and the RA's office returns a rush letter for edits that you think are unnecessary?

6) What else would you like us to know?

7) An important part of the Director's Secretary's job is to ensure that correspondence being mailed from the Immediate Office is grammatically correct. Please take a few minutes to edit the statement below:

*the Environmental Protection Agency*

With respect to your concern that a dairy farm in Mitchell County has been discharging raw waste into a stream, EPA would like to investigate this matter further, but we require additional information. Please provide the name of the dairy farm, the name of the owner of the farm or business, and the timeframe for these dischargers, including the date of the

*The* fish kill. EPA will then attempt to use this information to determine whether violations of

*Georgia* federal laws or regulations occurred, or whether this matter should be referred to the *whether*

State of GA. Please send this information directly to Mr. Cesar Zapata, Chief of the Clean Water Enforcement Branch at the letterhead address, or you may contact Mr. Zapata at (404)562-9234.

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